

## CIVIL RIGHTS PLAN OF OPERATIONS 2005

Updated 02/2005

	Time Frame	Responsibility	Status
<b>ACTIVITY ONE:</b> <b>Monitor NRCS TN Employment</b>			
Monitor status of TN employment diversity by analyzing workforce	10/04 - 09/05	Susan Hopkins	Reviewed 11/04
Update welcome letter to new employees	12/04	Chairman	Complete - 12/04
Special Emphasis Program Managers assist in recruitment with HRO as appropriate.	10/04 – 09/05	SEPM's	
Monitor Mentoring Program in Tennessee	07/05	Committee	
Promote STAR Program –		Committee	stress the volunteer aspect
 <b>ACTIVITY TWO:</b> <b>Report on accountability and status of employee concerns and their effects on areas in Civil Rights.</b>			
Obtain input from employees at all levels regarding barriers or adverse impacts to groups and individuals.	10/04 – 09/05	Committee/Advisors	11/04 CRC discussion
SEPM's make quarterly reports to STC on activities.	12/04 - 09/05	SEPM's	1 <sup>st</sup> qtr reports - 11/04

**ACTIVITY THREE:****Enhance Visibility and Effectiveness of the State Civil Rights Committee.**

E-mail to all employees the highlights of Committee Meetings, or publish in Current Developments	12/04 - 09/05	Hopkins/Hart	
Updated report on committee activities given at each Area Meeting by Committee Members.	10/04 – 09/05	Committee	12/04 – Dwight Bell – A-2
Issue announcement of new State Civil Rights Committee Members and Advisors.	11/04	James Ford Susan Hopkins	Complete - 12/04
Update / refresh CR Web Page regularly	12/04 – 09/05	Hopkins/Hart	New design to D. McMillen 01/05
Provide input and assistance to Management Development Program	01/05 - 09/05	Committee	Awaiting response from STC
Recognize Field Office with best CR Review during the fiscal year	03/2005	Committee	01/20/05 – recognized McMinnville FO

**ACTIVITY FOUR:****Establish and promote a celebration of Diversity in the agency through Special Emphasis functions.**

Distribute selected brochures & publications concerning Civil Rights issues, celebrations, national events, etc. to all employees	10/04 – 09/05	SEPMs	Oct 2004 – Hispanic, Disability Jan 2005 – A/PI info on Tsunami Feb 2005 – Black History - A/PI info on China
Plan and conduct Diversity Day activities	11/04 - 07/05	Committee	Mgt approved for July 2005
Support TN Chapter of NOPBNRCSE initiative to select and recognize a State Limited Resource Farmer	08/05	Committee	James Brown will follow-up

**ACTIVITY FIVE:**

**Maintain representation and support for partnership events which enhance and promote healthy diverse relationships in agency operations and functions.**

Increase participation at professional societies and workshops involving Civil Rights issues and efforts (in accordance with attendance policies):

-APIONRCSE Meeting	08/05	N. Harris	No attendance in FY-05
-NOPHNRCSE Meeting	06/05	P. McQuade	
-FEW / FWPM Conference	03/05	D.Brasfield	No attendance in FY-05.
-NOPBNRCSE Meeting	12/04		
-SE NOPBNRCSE Meeting	N/A		
-SE Native Americans Conference	10/04	P. Dixon	Meeting schedule for May 2005
-DEPM Meeting/Reasonable Accommodations Trg	12/04	L. Lee	No attendance
-SEPM Conference	03/05	N. Harris	

**ACTIVITY SIX:**

**Maintain training initiatives and new membership orientation.**

New CR committee members to attend at least one CR Review.	11/04 - 09/05	P. Dixon C. Berry C. Andrews
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Complete necessary paperwork for new Committee members	11/04	Hopkins	Complete 11/2004
Committee Members to participate in the following training:			
EO/CR Correspondence Course	01/04 - 09/05	N. Harris C. Berry C. Andrews P. Dixon	Enrolled 12/2004
CR Training – Area Meetings	10/04 - 09/05	Hopkins	
Select new members to serve for fiscal year 2006 according to current bylaws.	09/05	Committee/STC	Complete 08/2005